

**BY ORDER OF THE COMMANDER  
59TH MEDICAL WING**

**59TH MEDICAL WING INSTRUCTION 24-302**

**6 AUGUST 2014**

***Transportation***

**VEHICLE MANAGEMENT**



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This publication implements Air Force Policy Directive 24-3, *Management, Operation and Use of Transportation Vehicles*. With the exception of the 359th Medical Group (MDG) and the 959 MDG, this medical wing instruction (MDWI) establishes the organizational structure of the 59th Medical Logistics and Readiness Squadron, Medical Materiel Flight (59 MLRS/SGSKS). It prescribes responsibilities for managing and controlling motor vehicles assigned to the 59th Medical Wing (MDW). It outlines procedures for non-patient transportation. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

***SUMMARY OF CHANGES***

The publication has been revised. This rewrite of 59 MDWI 24-302 includes updates of organizational names, revised element responsibilities and updated customer service contact information.

## 1. Element Organization.

1.1. The 59 MLRS/SGSKS Vehicle Management is an element of the Medical Materiel Flight, 59th Medical Logistics and Readiness Squadron.

## 2. Element Responsibilities.

2.1. The Vehicle Control Officer (VCO) and Vehicle Control Noncommissioned Officer (VCNCO), acting under the supervision of the 59th Medical Logistics and Readiness Squadron Commander (SGSK), are responsible for the following duties and others outlined in AFI 24-301, *Vehicle Operations*; AFI 24-302, *Vehicle Management*; AFMAN 24-306(IP), *Manual for the Wheeled Vehicle Driver*.

2.1.1. Manage the 59 MLRS/SGSKS Transportation element.

2.1.2. Coordinate vehicle requirements for using activities not supportable through 59 MDW assets with the Joint Base San Antonio Lackland Air Force Base 502nd Logistics Readiness Squadron, Vehicle Operations Office (LRS/LGRDO). This coordination must be made 72 hours in advance of all vehicle requirements by activities within 59 MDW. Only emergency transportation requirements will be supported with less than 72 hours notice. Distinguished visitors and VIP runs will be streamlined through the Vehicle Management Office (LGRV), the 59 MDW protocol office, and then forwarded to the 502 LRS Protocol Office.

2.1.3. Assign, rotate, and manage 59 MDW vehicles.

2.1.4. Monitor controls for security of vehicles assigned to 59 MDW and its satellite units during non-duty hours.

2.1.5. Establish a monthly vehicle inspection system. Ensure using activities service assigned vehicles and perform weekly first echelon and periodic maintenance IAW AFI 24-301, AFI 23-302, AFMAN 24-306(IP) and AFMAN 23-220, *Reports of Survey for Air Force Property*.

2.1.6. Program for adequate parking of government vehicles.

2.1.7. Ensure adequate emergency and road equipment is available and carried in the vehicles for off base travel.

2.1.8. Ensure only personnel meeting applicable standards of health, operating skills, and driving history are permitted to drive vehicles. Recommend to the Vehicle Operations Officer the suspension, revocation or withdrawal of AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, when appropriate.

2.1.9. Investigate all 59 MDW vehicle misuse, abuse, and accidents. Initiate appropriate reports to squadron commanders for appropriate actions.

2.1.10. Are familiar with and maintain a complete file of existing vehicle directives.

2.1.11. Are knowledgeable of operation and use of vehicle equipment assigned.

2.1.12. Monitor scheduled and unscheduled maintenance for assigned vehicles.

2.1.13. Maintain a current roster of personnel assigned as section Vehicle Control Monitors (VCM) and 59 MDW special purpose vehicle operators. Brief all VCM of responsibilities and duties required in maintaining vehicles.

2.1.14. Coordinate the procurement of replacement and new vehicles through 502nd Transportation Management Section (LGDD) to HQ AETC/LGTV.

2.1.15. Act as liaison with the 502d Vehicle Operations Element on problems associated with vehicle transportation and maintenance.

2.1.16. Coordinate and schedule 59 MDW personnel for training.

2.1.17. The 59 MLRS/SGSKS Vehicle Management Office is an authorized government vehicle licensing service. The Vehicle Management Office is responsible for issuing and maintaining records of government issued licenses, as well as out-processing individuals possessing a government issued license. The Vehicle Management Office is also the authority on training and certifying personnel on special purpose vehicles for daily and contingency use.

2.1.18. Manage the Operator Licensing Program.

2.1.19. The officer in charge of each activity assigned a vehicle will appoint, by letter, a vehicle control monitor and an alternate, who shall be a noncommissioned officer or civilian of equivalent rank. All appointment letters must be turned into the Vehicle Management Office within five (5) days of appointment. Vehicle control monitor or alternate must be appointed before departure of previous monitor.

### **3. Vehicle Control Monitor Responsibilities.**

3.1. The Vehicle Control Monitor and alternate will:

3.1.1. Receive a briefing from the VCNCO on duties and responsibilities for vehicles assigned to their section. Vehicles will be hand-receipted from the VCNCO until receipt of the official appointment letter

3.1.2. Comply with operating procedures for leased vehicles under General Services Administration.

3.1.3. Ensure section vehicle operators are properly trained prior to operating assigned vehicles and possess a valid state driver's license and an AF Form 2293 for all government vehicles.

3.1.4. Ensure operators are performing first echelon inspections IAW existing regulations. Complete AF Form 1800, *Operator's Inspection Guide and Trouble Report*, and notify the VCO of any maintenance problems. Ensure availability of appropriate forms and ensure instructions are provided for completion of forms and the proper use of equipment.

3.1.5. Submit written identification and justification for all vehicle requirements to Vehicle Management Office on letterhead paper. National stock numbers, management codes, costs, and table of allowance information will be provided by the VCNCO at 292-5198, Monday through Friday, 0700 to 1600 hours.

3.1.6. Ensure vehicles have at least 1/2 tank of fuel when parked at end of duty day. On days prior to weekends and holidays, vehicles will have a full tank of fuel.

3.1.7. Drop off and pick up vehicle from Vehicle Maintenance, building 5045, as directed by the VCO/VCNCO for scheduled maintenance.

3.1.8. Maintain a close liaison with the VCO/VCNCO regarding vehicle status and maintenance problems. Maintenance problems should be reported to the VCNCO.

3.1.9. Notify the VCO/VCNCO whenever a section vehicle is turned in for maintenance or repair. Provide vehicle registration number, problem with vehicle, and date vehicle was turned in to maintenance.

3.1.10. Request by letter to leave local area Permissible Operating Distance. The government gas card will be issued at the, Vehicle Management Office, building 4957.

#### **4. Vehicle Operators will:**

4.1. Perform daily or weekly first echelon maintenance and inspection on assigned vehicles IAW AFI 24-301 and AFI 24-302.

4.2. Know the safe operation, limitations, and use of the vehicle as well as the equipment maintained in the vehicle.

4.3. Maintain required forms in the vehicle at all times. These include:

4.3.1. AF Form 1800 (General Purpose Vehicles). This form is also used as a waiver card annotated by the Vehicle Maintenance Shop for permanently waived items.

4.3.2. DD Form 518, *Accident-Identification Card*.

4.3.3. SF Form 91, *Operator's Report of Motor Vehicle Accident*.

4.3.4. Waiver card.

4.4. Operators will report all discrepancies noted before, during, and after operation to the vehicle control monitor and VCO. Annotate discrepancies on AF Form 1800, with date of discrepancies and date vehicle is being turned into maintenance. All discrepancies must be reported within 24 hours of discovery and the vehicle turned in to maintenance, building 5008, at 671-3450 for repair.

4.5. Operators are responsible for maintaining vehicles in a clean condition at all times. Vehicle should be washed at least once weekly and waxed at least bi-annually.

4.6. Tire pressure must be checked within the first seven (7) days of each new month and properly annotated on the back of AF Form 1800. This should be completed by the first operator to inspect or utilize the vehicle.

4.7. Changing of flat tires is the responsibility of the using activity. If special equipment is required, contact the VCO/VCNCO or Vehicle Maintenance Customer Service, building 5008, at 671-3450.

#### **5. Transportation Requirements for 59 MDW Activities.**

5.1. Full-Time Vehicle Authorization. For new requirements, organizations requiring a vehicle for full-time daily use must justify requirements on 59 MDW letterhead paper. Contact Vehicle Management for instructions. Once your request is verified by the VCO/VCNCO, it will be forwarded to the 502nd Transportation element for analysis review. When analysis review is completed, the request and AF Form 601, *Equipment Action*

*Request*, will be forwarded to the 502nd LG Commander. Requests are then forwarded to HQ AETC/LGTV for final approval. **Note:** Although you may have an authorization approved, it does not mean assets will be readily available.

5.2. Part-Time Vehicle Requirements. Activities requiring use of a government vehicle to accomplish official business must contact the Vehicle Management Office at least 24 hours in advance of requirement. Vehicle(s) will be provided from the 59 MDW fleet or the 502nd base transportation fleet. The VCNCO will confirm vehicle support with the requester. The requesting activity will provide their own driver. Exceptions include VIP or special vehicle requests i.e., tractor, trailer runs.

5.3. Official Transportation Requirements after Duty Hours (1600-0700). Transportation will be furnished by scheduled bus lines, commercial taxi, or first line supervisors.

5.4. Transportation Request for Large Groups. Transportation requirements for large groups of personnel must be submitted to the Vehicle Management Office as soon as the requirement is known. A written request must be submitted stating: who, what, where, when, how and why.

5.5. Transportation support will be provided by the 502d Vehicle Operations Office for events such as mobility exercises and deployments. Official conferences, seminars, and annual tours for reservist personnel will be the responsibility of the requesting activity. The Vehicle Operations Element utilizes a contractor for bus support unless otherwise stated. Due to shortages in resources; units requesting transportation may be required to provide their own drivers.

5.6. Vehicle Use Guidance and Information. AFMAN 24-306, will be used by the vehicle control monitors and other concerned personnel for specific guidance and information regarding vehicle use, cleanliness, maintenance, accident investigation, reporting, operator qualification, vehicle safety, and inspection requirements. This manual is available through Air Force E-Publishing.

GLENN A. YAP, Colonel, USAF, MSC  
Administrator

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 9 October 2013

AFI 24-302, *Vehicle Management*, 26 June 2012

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFMAN 24-306 (IP), *Manual for Wheeled Vehicle Driver*, 1 July 2009

***Adopted Forms***

AF Form 601, *Equipment Action Request*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

DD Form 518, *Accident-Identification Card*

SF Form 91, *Motor Vehicle Accident Report*

***Abbreviations and Acronyms***

**IAW**—In Accordance With

**MDG**—Medical Group

**MDW**—Medical Wing

**MDWI**—Medical Wing Instruction

**VCM**—Vehicle Control Monitors

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer